

nearest the top of the page. Click on the **Save question** button to complete the process.

Label is the same as the Moodle label resource and allows you to add text in between the questions. This is particularly useful for question completion instructions or for explaining why your feedback activity has been split into sections.

Required ☐

Question

Label

Width
30

Number of lines
5

Dependence item [?]
Choose

Dependence value

Position
6

The **Longer text answer** is the first proper question type on the dropdown menu. It allows your students to give longer free text responses. You can choose to make the question a required one by ticking the **Required** checkbox.

Add your question text to the **Question** textbox.

The **Label** option is available for each question type and should only be completed if you plan to use the dependence options.

Depending on the length of the answers you expect from your students, set the **Width** and **Number of lines** fields using their respective dropdown menus.

Ignore the **Dependence item** and **Dependence value** fields as they are not appropriate for this type of question. Choose the **Position** you want the question to be displayed in and then click on the **Save question** button to complete the process.

The **Multiple choice** question type will allow you to create single answer questions using either checkboxes or a dropdown menu and multiple answer questions.

Multiple choice values

Use one line for each answer!

Required ☐

Question

Label

Adjustment
vertical

Multiple choice type
Multiple choice - single answer

Do not analyse empty submits
No

Hide the "Not selected" option
No

Dependence item [?]
Choose

Dependence value

Position
6

You can choose to make the question a required one by ticking the **Required** checkbox.

Add your question text to the **Question** textbox.

The **Label** option is available for each question type and should only be completed if you plan to use the dependence options. The label is a short identifier for longer questions. For example if you used the question text 'What tool do you think you will promote to staff?' the label could be 'tools'. Tools will then appear in the dropdown menu for the dependence fields.

Choose the **Adjustment** (this displays the answer options in either **vertical** or **horizontal** format).

Choose your **Multiple choice type** (single or multiple answer options and checkbox or dropdown menu) and decide whether you want to analyse empty submissions (the **Do not analyse empty submits** field) along with the completed submissions. This may skew your results so you need to think carefully about how you are going to use the data.

You can choose to **Hide the "Not selected" option** from your answer choices. Unless you particularly need to give your students an opt out on a question it is recommended that you choose **Yes** here.

Multiple choice values is where you type the answer options. You need to put each option on a separate line by pressing the return key after each one.

Dependence item allows you to guide your users through parts of the feedback activity (rather than the whole thing) depending on the answers they give to particular questions. A worked example using a multiple choice question is as follows:

- 1) Create a multiple choice question asking what type of assessments the students prefer. Label the question *assessments*.

What type of assessments do you prefer?

- a) Online quizzes
- b) Assignments

- 2) Add a page break.
- 3) Create another question asking why they prefer online quizzes.

I prefer online quizzes because:

- a) I can get the answers immediately.
- b) I don't like writing.
- c) They don't require any reading.
- d) I can guess at the answers more easily.

- 4) In this dependent question set the **Dependence item** to the label *assessments* (which will appear on the dropdown menu).
- 5) Set the **Dependence value** to *online quizzes*.
- 6) Add a page break.
- 7) Create another question asking why they prefer assignments.

I prefer assignments because:

- a) I don't get the answers immediately.
 - b) I like writing.
 - c) They require lots of reading.
- 8) In this dependent question set the **Dependence item** to the label *assessments* (which will appear on the dropdown menu).
- 9) Set the **Dependence value** to *assessments*.

For all three questions choose the **Position** you want them to be displayed in and then click on the **Save question** button to complete the process.

Multiple choice (rated) is similar to the other multiple choice option but each option has a numerical value associated with it.

You can only use the single answer option with this question type but you can choose to display the answer choices as checkboxes or as a dropdown menu.

You assign each answer a numerical value by inserting *#/* at the start of each line where *#* is the rating you want to use. For example:

5/Excellent
4/Good
3/Average
2/Poor
1/Awful

This option is only really useful if you want to find the average of the responses.

The **Numeric** option lets you ask a question that has a numerical answer and to specify an acceptable range for that answer. For example if you wanted to check that your students knew the value of Pi you could set the acceptable range to between 3.141 and 3.142.

▼ Numeric answer

Required ☐

Question

Label

Range from

Range to

Dependence item ⓘ Choose ▼

Dependence value

Position 6 ▼

Save question Cancel

The **Short text answer** option is very similar to the longer text answer option.

▼ Short text answer

Required ☐

Question

Label

Textfield width 30 ▼

Maximum characters accepted 5 ▼

Dependence item ⓘ Choose ▼

Dependence value

Position 6 ▼

Save question Cancel

Depending on the length of the answers you expect from your students set the **Textfield width** and **Maximum characters accepted** fields using their respective dropdown menus. Remember characters includes spaces and other characters (e.g. & or \) not just letters.

Ignore the **Dependence item** and **Dependence value** fields as they are not appropriate for this type of question. Choose the **Position** you want the question to be displayed in and then click on the **Save question** button to complete the process.

Overview Edit questions Templates Analysis Show responses

Content

Select ▼

Preview ⓘ

⊕ (assessments) What type of assessments do you prefer? (Position:1) ⌕ ⌕ ⌕

☒ Not selected
☐ a) Online quizzes
☐ b) Assignments

⊕ Page break (Position:2) ✕

⊕ I prefer online quizzes because: (assessments->a) Online quizzes (Position:3) ⌕ ⌕ ⌕

☒ Not selected
☐ a) I can get the answers immediately.
☐ b) I don't like writing.
☐ c) They don't require any reading.
☐ d) I can guess at the answers more easily.

Once you have added some questions to your feedback activity they will be displayed on the **Edit questions** tab. You can use the move icon (the double headed arrow) to drag and drop the questions into different positions. You can edit questions using the grey cog icons

at the end of each row and delete questions using the crosses also at the end of each row. The middle icon between the cog and the cross also allows you to change the position of the question.

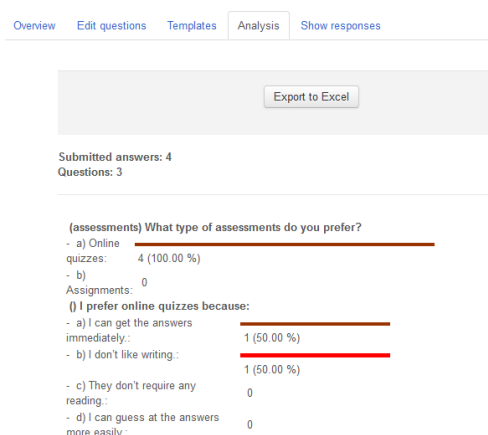
The **Templates** tab allows you to use predefined templates for your feedback. By default the module evaluation form is available as a template from the dropdown menu. But any templates that you subsequently save will appear on this dropdown menu. Simply select the appropriate template and click on the **Use this template** button to use one.

You can also save your feedback as a template for later use. Give this new template a **Name** and choose to make it available to all Moodle users at Brookes by ticking the **Public** checkbox (or not). Then click on the **Save as new template** button to complete the process.

You can delete templates and export or import questions using the appropriate links at the bottom of the page. Be warned if you are the owner of a public template and you choose to delete it, it will make this template unavailable for all users not just yourself.

Moodle will export questions in xml format. To import questions they need to be in xml format too. After clicking on the import questions link you will be prompted to select one of the following options:

- 1) Delete old items - be warned this will delete the current questions and all of your students' responses will be deleted within the current feedback activity (it is recommended that you do not use this option).
- 2) Append new items - all of the old questions and their assigned values will be preserved within the current feedback activity and the imported questions will be added (appended) to the existing questions.



Use the **Choose a file** button to find your xml file and then click on the **Import from this file** button to import the questions and complete the process.

The **Analysis** tab gives a graphical representation of the feedback responses. Each question will be displayed with its answer options and how many respondents chose each one. If you have decided to use the short or long answer questions these responses will simply be listed one after the other after the question text.

You can export your responses to Excel using the **Export to Excel** button at the top of the page.

The **Show responses** tab gives you information about who has answered your feedback activity. If you have chosen to gather your responses anonymously the screen will look like this:

To see more information you need to click on the **Show responses** button and then the **Show response** link for a particular numbered response.

Anonymous entries

Response number: 1	Show response	Delete entry
Response number: 2	Show response	Delete entry
Response number: 3	Show response	Delete entry
Response number: 4	Show response	Delete entry

The responses to each question will be displayed in a list. Press the **Continue** button to go back to the screen above.

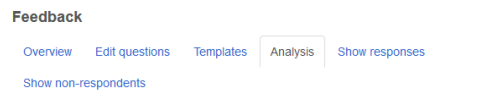
Dependencies test

You can also delete a particular response by clicking on the **Delete entry** link.

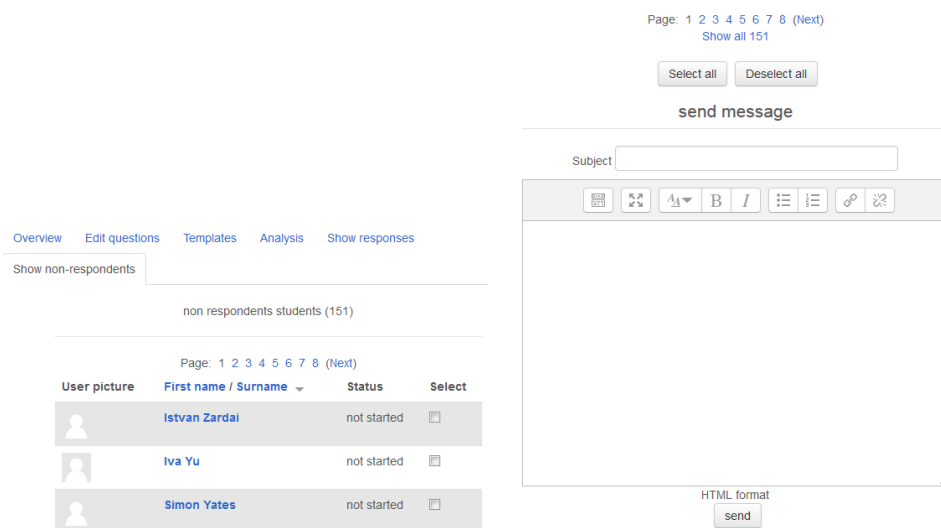
If you have chosen not to gather anonymous feedback the screen will look something like this:

The screen will just display a list of who has completed the feedback activity and when they completed it. To see specific answers you need to use the **Analysis** tab. You can also delete a particular response by clicking on the **Delete entry** link.

If you have set your feedback activity not to gather anonymous data, you will see an extra tab called **Show non-respondents**. Although this has been designed to enable you to prompt your students to complete the feedback activity by sending them a message, the messages may not get through if they have chosen not to receive either email or pop-up notifications in their Moodle profiles. It is recommended that you do not rely on this method, however if you do choose to use it here are the instructions:



Put a tick in the checkbox in the **Select** column and then scroll to the bottom of the screen to compose a message to your non-respondents.



Complete the **Subject** line, add your message to the textbox and then click on the **send** button. You will receive a confirmation message. Click on the **Continue** link to return to the non-respondent list.